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FM DFAS-INDIANAPOLIS CENTER/IT//

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CDR USASSI FT JACKSON SC/ATSG-FSR-ARS

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UNCLAS

MSGID/GENADMIN/DFAS-IN-IT//

SUBJ/IMPLEMENTATION OF SPLIT DISBURSEMENT PROVISIONS OF THE
/LEGISLATIVE CHANGES TO THE DEPARTMENT OF DEFENSE (DOD) TRAVEL
/CHARGE CARD PROGRAM FOR MILITARY MEMBERS (TRAVEL TECHNICAL
/MESSAGE 03-05)//

RMKS/

REF A. PUBLIC LAW 107-314, THE BOB STUMP NATIONAL DEFENSE
AUTHORIZATION ACT FOR FY 2003, SECTION 1008.

REF B. UNDER SECRETARY OF DEFENSE MEMORANDUM DATED APRIL 23, 2003,
SUBJECT: IMPLEMENTATION OF LEGISLATIVE CHANGES TO THE DEPARTMENT OF
DEFENSE (DOD) TRAVEL CHARGE CARD PROGRAM.

REF C. DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION
(DODFMR), VOLUME 9, CHAPTERS 3 AND 8.

REF D. PUBLIC LAW 105-264, TRAVEL AND TRANSPORTATION REFORM ACT OF
1998.

REF E. TRAVEL TECHNICAL MESSAGE 97-11, SUBJECT: SPLIT DISBURSEMENT
FOR TRAVEL PAYMENTS, DTG R211108Z AUG 97.

1. THIS MESSAGE IMPLEMENTS MANDATORY SPLIT DISBURSEMENT AS ALLOWED BY REF A AND
REQUIRED BY REF B. THIS MESSAGE PROVIDES INTERIM IMPLEMENTING GUIDANCE UNTIL
FINAL GUIDANCE APPEARS IN REF C. THESE PROCEDURES ARE EFFECTIVE FOR TRAVEL
BEGINNING ON AND AFTER SEPTEMBER 1, 2003. THIS MESSAGE APPLIES TO MILITARY
TRAVELERS WHO HAVE THE DEFENSE TRAVEL CARD (HEREAFTER CALLED THE TRAVEL CARD). A
SEPARATE MESSAGE IMPLEMENTING NEW PROCEDURES FOR SPLIT DISBURSEMENT FOR CIVILIAN
TRAVELERS WILL BE PUBLISHED AT A LATER DATE.

2. THESE PROVISIONS APPLY TO TEMPORARY DUTY (TDY) TRAVEL AND TO PARTIAL/ACCRUAL
PAYMENTS FOR LONG TERM TDY. SPLIT DISBURSEMENT IS NOT AVAILABLE FOR PERMANENT
CHANGE OF STATION (PCS) PAYMENTS. MOST LOCAL TRAVEL IS EXEMPT FROM REQUIRED USE
OF THE TRAVEL CARD, BUT IF THE TRAVEL CARD IS USED FOR LOCAL TRAVEL, SPLIT
DISBURSEMENT IS TO BE USED. SINCE THERE IS NO SPLIT DISBURSEMENT BLOCK ON THE
SF 1164 (CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS) USED
TO CLAIM LOCAL TRAVEL, TRAVELERS WILL SPECIFY SPLIT DISBURSEMENT AND THE DOLLAR
AMOUNT TO BE SENT IN BLOCK 12 OF THE SF 1164, WHEN APPROPRIATE.

3. CURRENTLY FOR ARMY AND DEFENSE AGENCIES SERVICED BY THE DEFENSE FINANCE AND
ACCOUNTING SERVICE (DFAS), PARTIAL/ACCRUAL PAYMENTS DO NOT NEED A REVIEWER'S
SIGNATURE AND DATE BECAUSE THEY ARE NOT FINAL PAYMENTS. HOWEVER, FOR TRAVEL
BEGINNING ON AND AFTER SEPTEMBER 1, 2003, A REVIEWER'S SIGNATURE AND DATE IS
REQUIRED ON PARTIAL/ACCRUAL TDY PAYMENTS TO ENSURE THE MANDATORY SPLIT
DISBURSEMENT PROVISIONS ARE FOLLOWED. THE REVIEWER FOR A PARTIAL/ACCRUAL
PAYMENT MAY BE AT THE TRAVELER'S PERMANENT DUTY STATION OR SOMEONE AT THE TDY
POINT HAVING KNOWLEDGE OF THE TRAVELER'S TRIP. THE DETERMINATION OF WHO
WILL REVIEW A PARTIAL/ACCRUAL CLAIM IS MADE BY THE TRAVEL ORDER-ISSUING
OFFICIAL. BECAUSE OF THIS REQUIREMENT, TRAVELERS MUST ENSURE THERE IS
SUFFICIENT INFORMATION ON THE PARTIAL/ACCRUAL VOUCHER FOR THE TRAVEL OFFICE TO
CONTACT THEM AT THE TDY LOCATION IN CASE OF A PROBLEM WITH THE PARTIAL/ACCRUAL
CLAIM.

4. IT IS IMPORTANT THAT TRAVEL ORDERS CONTAIN THE PROVISIONS REQUIRED BY REFS C AND D CONCERNING WHETHER OR NOT THE TRAVELER HAS A TRAVEL CARD. FREQUENT TRAVELERS ARE REQUIRED TO HAVE AND USE A TRAVEL CARD UNLESS OTHERWISE EXEMPTED FROM USE OF THE TRAVEL CARD UNDER REF C. INFREQUENT TRAVELERS ARE EXEMPT FROM MANDATORY USE OF THE TRAVEL CARD, BUT MAY USE IT ON A VOLUNTARY BASIS.

5. TRAVELERS USING SPLIT DISBURSEMENT WILL RECEIVE ANY TRAVEL ENTITLEMENTS DUE THEM THAT ARE OVER AND ABOVE THE AMOUNTS SENT BY SPLIT DISBURSEMENT VIA ELECTRONIC FUNDS TRANSFER (EFT). EFT IS MANDATORY FOR MILITARY MEMBERS. SPLIT DISBURSEMENT IS AVAILABLE TO SEND FUNDS DIRECTLY TO THE DEFENSE TRAVEL CARD ISSUING COMPANY ONLY. SPLIT DISBURSEMENT IS NOT AVAILABLE TO SEND FUNDS TO OTHER CHARGE CARD COMPANIES.

6. REF B REQUIRES THAT THE AMOUNT DESIGNATED FOR SPLIT DISBURSEMENT IS TO REFLECT ALL CHARGES ON THE CARD ASSOCIATED WITH THE TRIP BEING SETTLED, TO INCLUDE THOSE FOR WHICH RECEIPTS ARE NOT REQUIRED (SUCH AS MEALS). TRAVELERS MUST IDENTIFY CHARGED EXPENSES ADEQUATELY ENOUGH TO ALLOW THE SUPERVISOR/REVIEWER TO DETERMINE IF THE AMOUNT LISTED TO GO TO THE CARD COMPANY IS APPROPRIATE. IT IS THE RESPONSIBILITY OF THE SUPERVISOR/TRAVEL APPROVING OFFICIAL/REVIEWER TO ENSURE THAT THE AMOUNT LISTED REPRESENTS THE CHARGES MADE AND IS NOT JUST A TOKEN AMOUNT. ANY ENTITLEMENTS DUE THE TRAVELER IN EXCESS OF THE AMOUNT LISTED WILL BE SENT TO THE TRAVELER'S EFT ACCOUNT. TRAVEL OFFICES SHOULD NOT RESEARCH A TRAVELER'S CHARGE CARD ACCOUNT THROUGH THE ELECTRONIC ACCOUNT GOVERNMENT LEDGER SYSTEM (EAGLS) TO DETERMINE THE AMOUNT CHARGED ON THE TRAVELER'S ACCOUNT.

7. REF B DIRECTS THAT "SUPERVISORS AND TRAVEL APPROVING OFFICIALS SHALL RETURN ANY CLAIMS THAT DO NOT ACCURATELY REFLECT THE CHARGES TO BE DISBURSED DIRECTLY TO THE TRAVEL CARD COMPANY TO THE CLAIMANT FOR CORRECTION." REFS C AND D, AND PARAGRAPH 3 ABOVE, REQUIRE THAT TRAVEL VOUCHERS CONTAIN A REVIEWER'S SIGNATURE AND DATE. REVIEWERS WILL ENSURE THAT BLOCK 1 ON THE DD FORM 1351-2 (TRAVEL VOUCHER AND SUBVOUCHER) IS COMPLETED BEFORE SIGNING AND DATING THE DD FORM 1351-2. BLOCK 1 MUST HAVE AT LEAST ONE OF THE THREE BLOCKS CHECKED, AND IF THE SPLIT DISBURSEMENT BLOCK IS CHECKED, A MONEY AMOUNT TO ACCURATELY REFLECT THE CHARGES ON THE CHARGE CARD MUST ALSO BE ENTERED. A VOUCHER IS NOT CONSIDERED COMPLETE AND PROPER UNLESS BLOCK 1 IS COMPLETED. IT IS UP TO THE SUPERVISOR/TRAVEL APPROVING OFFICIAL/REVIEWER TO DETERMINE THAT IF THE TRAVELER:

A. IS NOT A TRAVEL CARD HOLDER, THE BOX FOR EFT IN BLOCK 1 IS CHECKED.

B. HAS A TRAVEL CARD, DID THEY USE IT FOR THIS TRAVEL? IF THE TRAVELER HAS A TRAVEL CARD AND DID NOT USE IT ON THE TRIP, THE TRAVELER SHOULD SELECT EFT PAYMENT IN BLOCK 1.

C. HAS A TRAVEL CARD AND USED IT ON THIS TRIP, THE TRAVELER MUST CHECK THE SPLIT DISBURSEMENT BLOCK AND ENTER AN AMOUNT TO REFLECT CHARGES ON THE TRAVEL CARD. THE TRAVELER MAY ENTER A SPECIFIC DOLLAR AMOUNT OR "ALL" IF THE CHOICE IS FOR ALL ENTITLEMENTS TO BE SENT TO THE TRAVEL CARD COMPANY.

8. THE TRAVEL OFFICE WILL REMIT FUNDS ACCORDING TO THE INSTRUCTIONS IN BLOCK 1. IT IS THEREFORE CRUCIAL THAT SUPERVISORS/TRAVEL APPROVING OFFICIALS/REVIEWERS ENSURE THAT BLOCK 1 IS PROPERLY COMPLETED BEFORE THEY SIGN AND DATE THE TRAVEL SETTLEMENT VOUCHER. IF A TRAVEL OFFICE RECEIVES A TRAVEL SETTLEMENT VOUCHER THAT THE REVIEWER HAS SIGNED AND DATED AND BLOCK 1 IS EMPTY, THE TRAVEL OFFICE WILL MAKE ONE ATTEMPT TO CONTACT THE TRAVELER. CONTACT WILL BE BY E-MAIL IF AN E-MAIL ADDRESS IS PROVIDED, OR BY TELEPHONE IF NO E-MAIL ADDRESS IS PROVIDED. TRAVELERS WILL BE GIVEN 48 HOURS TO PROVIDE A DD FORM 1351-2 WITH BLOCK 1 PROPERLY COMPLETED. IF NO DD FORM 1351-2 IS RECEIVED IN THE TRAVEL OFFICE WITHIN 48 HOURS, THE TRAVEL OFFICE WILL RETURN THE TRAVEL SETTLEMENT VOUCHER FOR CORRECTION AND RESUBMISSION. THE TRAVEL OFFICE WILL ANNOTATE ON THE RETURN LETTER THAT BLOCK 1 MUST BE COMPLETED BEFORE PAYMENT WILL BE MADE. REVIEWERS MUST SIGN AND DATE THE CORRECTED VOUCHERS BEFORE RESUBMISSION TO THE TRAVEL OFFICE.

9. THIS MESSAGE HAS BEEN COORDINATED WITH THE US ARMY MAJOR COMMANDS AND THE DEFENSE AGENCIES.

10. POC IS TRAVEL PAY SERVICES, SYSTEMS AND PROCEDURES OFFICE,
DSN 699-5372/5385/1049.

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